

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

*B+C.2*

15 MAY 1987

MEMORANDUM FOR: Executive Officer, Office of Personnel

FROM: John M. Ray  
Director of Logistics

SUBJECT: Space Needs at Ames Building

REFERENCE: Memo for C/FMD/OL from EO/OP, dated 7 May 1987,  
Same Subject

1. The record of space requests for the Office of Personnel (OP) at the Ames Building has been increased to 1,900 square feet: 1,250 square feet for Insurance Operations Division and 650 square feet for the Retirement Division.

2. The backfill plan for spaces vacated by the Foreign Broadcast Information Service will be reviewed soon with the Deputy Director for Administration. Upon his concurrence, you will be advised of the space allocated to OP, and the anticipated schedule for occupancy will be discussed with you by the External Buildings Operations Branch, Real Estate and Construction Division, OL.

3. Your considerate approach to this matter is much appreciated.

STAT



John M. Ray

STAT

OL/FMD [redacted] (13 May 87)  
Retyped: O-DL/mgk (15 May 87)

Distribution:

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OL 10109-87

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Space Needs at Ames Building

STATOM: <input type="text"/>		EXTENSION		NO.	
Executive Officer, OP		<input type="text"/>		DATE May 1987	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1. Facilities Management Div				<i>JS</i>	<p><i>Please send a copy to the O/L and prepare a response for his signature.</i></p> <p><i>This request has been incorporated in our list and included in our planning to backfill Ames.</i></p>
STAT <input type="text"/>					
STAT <input type="text"/>			12 May	<i>RLH.</i>	
STAT. C/FMD/OL			13 May 87	<i>JS</i>	
4.					
STAT					
5. Director of Logistics					
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17 MAY 1987

MEMORANDUM FOR: Facilities Management Division/OL

STAT FROM:

[Redacted]  
Executive Officer, OP

SUBJECT: Space Needs at Ames Building

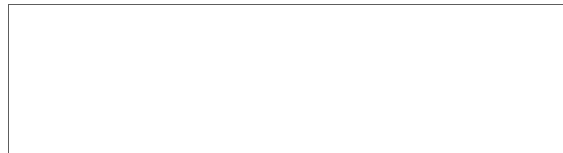
1. Your records should show that the Office of Personnel (OP) has two outstanding requests for additional space in the Ames Building; 450 sq. ft. for Insurance Operations Division (IOD), and 650 sq. ft. for Retirement Division. These requests date back to September 1986, and we hope that they can be accommodated in space vacated by FBIS this coming summer.

2. We have tried maximizing our use of present space by moving people to an area on the first floor formerly used by OMS. As expansion of duties and people has occurred in the last six months more compression and movement has taken place. We have now run into the asbestos problem in that the first floor area can not be connected to the ninth floor without drilling through the asbestos on the second floor.

STAT 3. Therefore, we ask that an additional 800 sq. ft. be identified in the Ames Building for use by the [Redacted] Special Claims Section of IOD. The attached memo presents more details and requests immediate action. We appreciate, however, that no space is presently available and will accommodate ourselves to the timing of FBIS' move out of the building.

STAT 4. Your consideration of this request and support to OP is appreciated. Please contact us to discuss the feasibility and timing of this proposal. Thank you.

Attachment



ADMINISTRATIVE - INTERNAL USE ONLY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Space Requirements for Special Claims Section of Insurance Operations Division

STAT\*

C/SCS/CB/IOD/OP  
926 Ames

EXTENSION

NO.

DATE

1 May 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AC/CB

2.

3. ~~AC/IOD~~

1 MAY 1987

4.

5. AC/IOD

6.

7. ADD/Pers/EBS

5 MAY 1987

STAT

8.

9. Executive Officer/OP

MAY 6 1987

10.

11.

12.

13.

14.

15.

1 May 1987

MEMORANDUM FOR: Executive Officer, Office of Personnel

STAT FROM:   
Chief, Insurance Operations Division

SUBJECT: Space Requirements for Special Claims Section

STAT 1. Special Claims Section of the Insurance Operations Division requires that new office space be identified for this  section. They will be unable to move to the first floor as originally planned because the asbestos in the ceiling of the first floor prevents lines being laid for WANGS. The nature of the work performed by SCS necessitates the almost constant use of ■ WANG terminals.

2. The space currently occupied by SCS must be vacated by September 1987 because that space has been identified for use by other IOD employees, in conjunction with the implementation of automation in IOD/Claims Branch. We request that new office space be identified for SCS as quickly as possible so that we may begin making arrangements for the relocation.

STAT

